

## Administration and Finance Standing Committee

March, 12 2024 – 9:00 a.m., City Hall

The public may also access the meeting using Zoom:

One-click link: <https://us06web.zoom.us/j/86507036121?pwd=YFTYXanv4dbtdhqf4FCblgKCSdcNYw.1>

One-touch Mobile Access: <tel:+16699006833,,86507036121-,,,827328>

Meeting ID: 865 0703 6121

Passcode: 827328

**Committee Members:** Jody Ronning\*, Kristin Lucky Keys, Chelsea Toupin

\*Committee Chair

**Charter:** *Serve as a bridge between city residents, their elected representatives and the administrative department of the City of Red Lodge, assisting the Administrative Department with research and capacity needs, pursuing stakeholder input on administrative issues (including other city committees and boards) and fostering a healthy, productive work environment.*

### Agenda

1. Approve Feb 27, 2024 Meeting Minutes
2. Business Registration & Liquor Licenses: Review Resolution, Ordinance & Applications
3. Council Rules and Procedures: Update with existing changes so we have the correct document in Google Drive.
  - a. Standing Committees: Define and specify appointment procedures.
  - b. Discuss minutes requirements for standing committees.
  - c. Work session – timing/council business at the end of the meeting or have a work session before our official council meeting.
  - d. Deadline to Submit items for the packet and agenda.
  - e. Other
4. Personnel Policy Update

Last 15 minutes reserved to discuss other committee agenda items.

Regular meeting schedule– 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 9 a.m.

Additional meetings may be called as necessary.